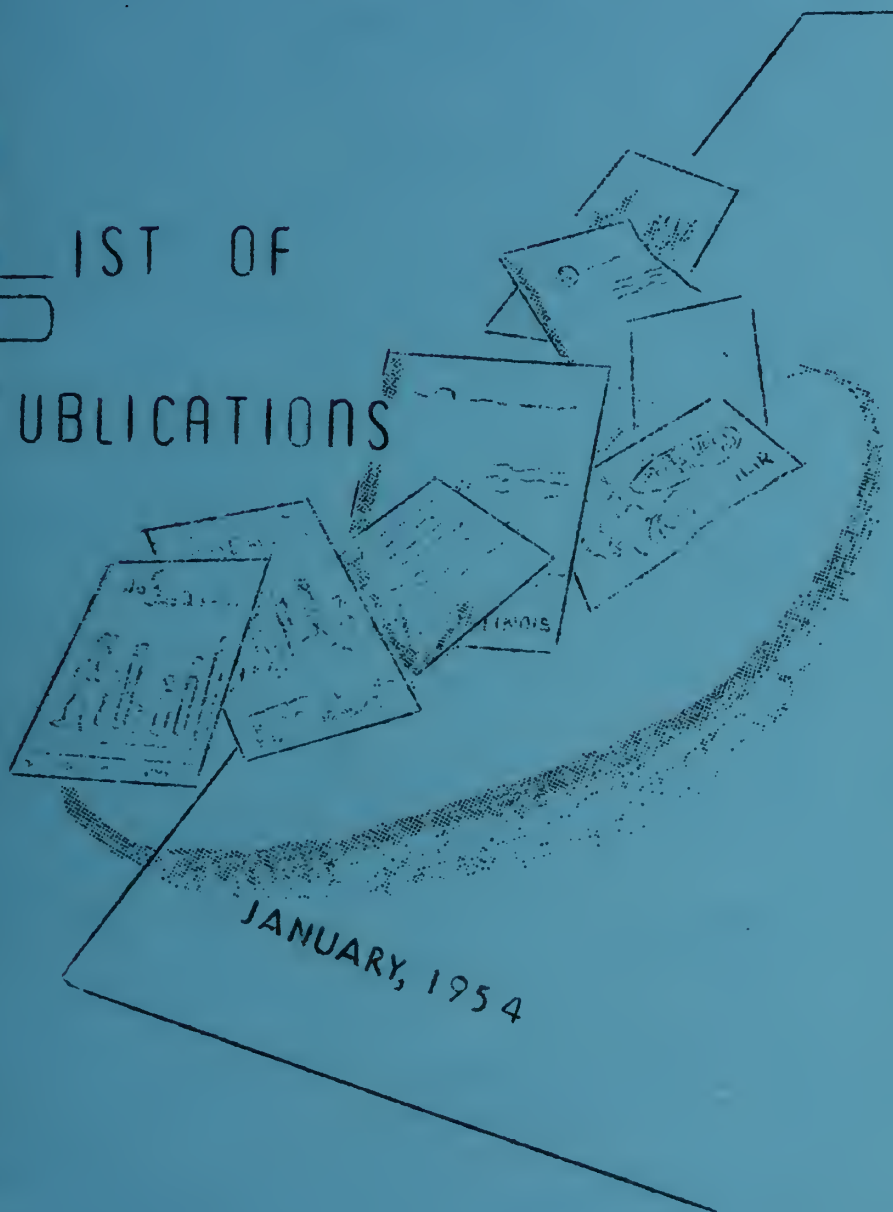


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INSTITUTE OF LABOR & INDUSTRIAL RELATIONS

LIST OF  
PUBLICATIONS



UNIVERSITY OF ILLINOIS



In this booklet we present an annotated list of all publications which are currently available from the Institute.

# LIST OF PUBLICATIONS

of the

INSTITUTE OF LABOR  
& INDUSTRIAL RELATIONS

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EDITORIAL NOTE

To extend a knowledge of labor-management relations to all who are interested, the Institute of Labor and Industrial Relations supplements its work by publishing articles, booklets, bibliographies, and other pamphlets. Many of these publications are non-technical explanations of specific fields in labor and industrial relations. Others are reports of intensive studies in special areas. These publications explain the work of the Institute, and attempt to add to a general understanding of the entire field of labor-management relations.

Please address requests to:

The Editor  
Institute of Labor and  
Industrial Relations  
704 South Sixth Street  
Champaign, Illinois



## FUTURE PROGRESS

The University of Illinois Board of Trustees established the Institute in 1946 to "inquire faithfully, honestly, and impartially into labor-management problems of all types, and secure facts which will lay the foundation for future progress in the whole field of labor relations."

Accordingly, the Institute has divided its program into three main parts:

1. resident instruction leading to the degree of Master of Arts in Labor and Industrial Relations,
2. research in basic problems affecting labor and industrial relations, and
3. extension services to the public, including labor, management, and other "special" groups.

Robben W. Fleming  
Director

Milton Derber  
Coordinator of Research

Phillips L. Garman  
Coordinator of Extension

W. Ellison Chalmers  
Chr., Campus Instruction

Barbara D. Dennis  
Editor

Ralph McCoy  
Librarian

# UNIVERSITY OF CALIFORNIA

The University of California is a public institution of higher learning, established by the people of the State of California, and is organized into the University of California System, which consists of the University of California, Berkeley, and the University of California, San Diego.

The University of California, Berkeley, is a public institution of higher learning, established by the people of the State of California, and is organized into the University of California System, which consists of the University of California, Berkeley, and the University of California, San Diego.

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## BULLETINS

These are non-technical presentations of many subjects in the field of labor and industrial relations. They are intended for general and popular use in the classroom, in day-by-day industrial relations, and for furthering the knowledge of all those interested in this broad field.

(Discount allowed on orders of 25 or more.)

ASSIGNMENT AND GARNISHMENTS OF WAGES IN ILLINOIS, by Murray Edelman

1948. 20 p. 10¢

(Vol. 2, No. 4)

A survey of laws of the 48 states relating to garnishment and assignment of wages, with special emphasis on Illinois laws. Includes a discussion of the problem of small credit and the attitude of employers toward garnishment and assignment.

FEDERAL COURT DECISIONS ON LABOR, 1947-48, by Murray Edelman

1948. 22 p. 10¢

(Vol. 2, No. 5)

An analysis of Supreme Court cases of the 1947-48 term which are of direct interest in labor-management relations. It also includes a brief summary of the more significant rulings of the National Labor Relations Board.

SUPERVISORY TRAINING - WHY, WHAT, AND HOW, by John F. Humes

1949. 24 p. 10¢

(Vol. 3, No. 3)

By means of conversation between two plant managers, the author outlines the purposes of a training program for supervisors, describes how such a program can be carried out, and what results can be expected.



TRENDS AND PROBLEMS IN UNEMPLOYMENT INSURANCE, by Irving N. King

1950. 34 p. 10¢

(Vol. 4, No. 2)

The present federal-state unemployment insurance program, its coverage, benefits, eligibility requirements, and financing are discussed. The bulletin presents some of the problems which are involved and various proposals for solving them.

RECENT TRENDS IN OCCUPATIONAL DISEASE LEGISLATION, by Louise K. Steiner

1951. 30 p. 10¢

(Vol. 5, No. 1)

A survey of occupational disease legislation in the United States, the extent of coverage, benefits provided, and adequacy of administration. Several tables provide comparative data for the various states.

UNIONS, MANAGEMENT, AND INDUSTRIAL SAFETY, by Jack Strickland

1951. 25 p. 10¢

(Vol. 5, No. 2)

Ways in which unions and management can work together to reduce industrial accidents are summarized in this bulletin. The author describes a number of experiences with joint safety committees and the advantages and disadvantages of such cooperative efforts.

JOB EVALUATION, by L. C. Pigage and J. L. Tucker

1952. 43 p. 10¢

(Vol. 5, No. 3)

A practical guidebook on job evaluation - the reasons for using it, the essentials in a good plan, and the basic methods that may be employed. Charts, diagrams, and sample forms illustrate the text.

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WORKERS ON THE MOVE, by Kenneth Lehmann and C. Edward Weber  
1952. 22 p. 10¢ (Vol. 6, No. 1)

An analysis of factors which tend to increase labor turnover and suggestions for both management and labor leaders of ways to reduce turnover in order to contribute more fully to the defense needs of the nation.



## RESEARCH REPORTS

These are the reports of studies conducted by the Institute's research staff on many aspects of labor and industrial relations. Some of the research was done by special request, while other studies were conducted as part of the regular research program of the Institute.

FARM AND NON-FARM WORK BY OPEN COUNTRY RESIDENTS IN TWO SOUTHERN ILLINOIS COUNTIES, by Morris A. Horowitz  
1948. 42p. mimeo. \$1 per copy. (Research Report No. 2)

The interrelationship of farm and non-farm work by open country residents were studied to determine some of the characteristics of the labor force living in the open country in the Southern Illinois area. The study also includes data on land utilization and cultivation by open country residents, many of whom do some work off the farm.

COST-OF-LIVING COMPARISON FOR FREEPORT, CHICAGO, AND MILWAUKEE

1949. 5p. mimeo. Free of charge. (Research Report No. 3)  
A study of inter-city differences in living costs based upon a procedure developed by the U. S. Bureau of Labor Statistics. The study was undertaken at the request of the Chamber of Commerce and AFL and CIO unions in Freeport, Illinois.

TYPES AND SOURCES OF WAGE DATA IN ILLINOIS, by Richard C. Wilcock

1949. 56p. multilith. \$1 per copy. (Research Report No. 4)  
A guide to kinds of wage data that are generally available for industries and occupations in Illinois. The study includes a discussion of factors important in using wage data, a summary of data publicly available and a description and analysis of published data.



## Research Volumes

These books are reports which represent basic long-range research by members of the Institute's research staff.

LEGISLATION BY COLLECTIVE BARGAINING - THE AGREED BILL IN ILLINOIS UNEMPLOYMENT COMPENSATION LEGISLATION, by Gilbert Y. Steiner

1951. 62p. Paper bound copy \$1; hard cover \$1.50.

A study of the so-called "agreed bill" process whereby the representatives of management and labor work out a pattern of legislation through negotiation. The volume, which deals with one type of Illinois law, unemployment compensation, is the first detailed description of this process which has been made.

PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by W. Ellison Chalmers, Milton Derber, and William H. McPherson with other former members of the War Labor Board

1951. 380 p. 75¢ per copy. (U.S. Department of Labor Bulletin No. 1009, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.)

An analytical study which attempts to appraise the major industrial relations policy decisions made by the Government from 1940 to 1947. It focuses on the National Defense Mediation Board, the National War Labor Board, and the National Wage Stabilization Board. Discusses the stabilization of wages, problems of organization and manpower, and dispute settlement.



CHANNELS OF EMPLOYMENT, by Murray Edelman

1952. 212 p. Paper-bound copy \$2.50; hard cover \$3.50;  
3 chapter edition 50¢

Analyzes the role of the various hiring channels in Illinois, with particular attention to the reasons for their use or non-use by employers. Draws conclusions about direct hiring, supplements to informal channels, public employment offices, and union referral services.

UNION DECISION-MAKING IN COLLECTIVE BARGAINING: A CASE STUDY ON THE LOCAL LEVEL, by Arnold R. Weber

1952. 176 p. Paper bound, mimeograph text. \$1.00

An analysis of the basic elements of union leader and worker interests, the concept of leader responsibility, and the relation between effective union operation and leader-member participation in the decision-making process. The study is confined to a single collective bargaining decision by a single union in a single establishment.

LABOR-MANAGEMENT RELATIONS IN ILLINI CITY, Vol. 1 The Case Studies, by W. Ellison Chalmers, Margaret K. Chandler, Louis L. McQuitty, Ross Stagner, Donald E. Wray, and Milton Derber, Coordinator

1953. xlii + 809 pages. Hard cover \$10.00. Paper-bound reprints of case studies \$1.25

LABOR-MANAGEMENT RELATIONS IN ILLINI CITY, Vol. 2 Explorations in Comparative Analysis, by W. Ellison Chalmers, Margaret K. Chandler, Louis L. McQuitty, Ross Stagner, Donald E. Wray, and Milton Derber, Coordinator

1954. Approximately 650 pages. Hard cover \$7.50 Combined price for both volumes \$15.00

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF THE HISTORY OF ARTS  
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Intensive study was made of eight establishments in five industries in Illini City, a medium-sized mid-western community, during a specific time period 1948-1950. The focus of interest is relations of unions and managements at the in-plant level--including the observations of not only top management and union leaders but production workers and minor supervisors as well. Another important factor, which is analyzed in detail, is the community itself and the effect it has on relations of unions and managements in the various industries. By studying a number of establishments in the same community during the same period of time, using the same definitions and methods, the authors have been able to make comparisons not previously attempted. The research team--two economists, two psychologists, and two sociologists--was assisted by other members of the Institute staff. Each contributed ideas, definitions, and methods from his own discipline to form the working pattern of the study.

Volume 1 is intended to serve two purposes--to give students and practitioners direct access to a rich collection of case study material and to enable them, if they desire, to make their own interpretations and conclusions. Each of the five studies, on Grain Processing, Metal Products, Garment Manufacture, Trucking, and Construction, contains two parts--a historical account of the evolution of the labor-management relationship and a detailed description of relations during the 1948-1950 period. The volume opens with a note on the framework and methodology of the study and a sociological analysis of Illini City and the effect of the community on labor-management relations in the various industries.

Volume 2 is devoted to comparisons among the relationships in the eight establishments described in the five case studies of Volume 1. In contrast to the first volume, this book is largely cross sectional in character, focusing



on three aspects of labor-management relations at the particular point of time of the research period. One section contains an analysis and discussion of these aspects-- Attitudinal Climate, Economic Status of the Work Force, and Extent of Union Influence--selected by the research team as being particularly significant. In another section 20 hypotheses relating to the determinants of the three aspects are discussed. The analysis is first concerned with the relationship between a single determinant and a single aspect and then is extended to the level of multivariable relations. A third section contains a number of explorations in quantitative methods of multivariate and typological analysis. This volume is highly experimental. It includes a variety of quantitative and qualitative methods designed to describe similarities and differences among labor-management relationships and to explain the reasons for their existence.



## LECTURES

These talks have been given on different occasions by Institute staff members or by others appearing on Institute-conducted programs. They have been reprinted by the Institute as being both worthy and instructive.

(Mimeo. One copy free in Illinois. Additional copies and out-of-state requests, 10¢ per copy.)

LABOR'S STAKE IN SOCIAL SECURITY, by Nelson H. Cruikshank  
1950. 9 p. (Lecture Series No. 6)

A general review of the present social security picture in the United States from the point of view of organized labor. The lecturer is director of social insurance activities of the American Federation of Labor.

HOW PEOPLE MAKE UP THEIR MINDS ABOUT UNIONS, by Ross Stagner  
1950. 14 p. (Lecture Series No. 7)

A psychologist describes the process by which people build up mental pictures about unions from the bits of information which they pick up from their environment. The address was given before a conference on union public relations.

OUR MANPOWER CONTROL PROBLEMS, by Reuben G. Soderstrom  
1951. 11 p. (Lecture Series No. 8)

The president of the Illinois State Federation of Labor expresses the points of view of the AFL on present manpower problems. He tells of government organization and policies for the present and future emergencies.

# DECLARATION

I, the undersigned, do hereby declare that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

Witness my hand and seal of office at the City of New York, this 1st day of January, 1901.

CLERK OF THE COURT  
IN SENATE CHAMBERS  
JANUARY 1, 1901  
I, the undersigned, do hereby declare that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

CLERK OF THE COURT  
IN SENATE CHAMBERS  
JANUARY 1, 1901  
I, the undersigned, do hereby declare that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

CLERK OF THE COURT  
IN SENATE CHAMBERS  
JANUARY 1, 1901  
I, the undersigned, do hereby declare that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

ILLINOIS LABOR LEGISLATION, by Reuben G. Soderstrom  
1952. 12 p. (Lecture Series No. 9)

The president of the Illinois State Federation of Labor describes the history and operation of the "agreed bill" process in Illinois labor legislation. The talk was made at the Fourth Central Labor Union Conference, December 12, 1952.



## H A N D B O O K S

These booklets were prepared for the guidance and information of those needing a reference book for the specific subjects they cover. The handbooks are written in non-technical, "popular" style.

### Labor Law

(Mimeo. Free of charge.)

CHILD LABOR, by Betty Jane Swoboda

1950. 15p.

(Handbook No. 1)

Child labor provisions of the Federal Fair Labor Standards Act and the Illinois Child Labor Law are presented in popular question and answer form.

WAGE PAYMENT, by Betty Jane Swoboda

1950. 19p.

(Handbook No. 2)

Seven Illinois laws dealing with the payment of wages are summarized in this handbook by means of questions and answers.

HOURS AND DAYS OF WORK, by Betty Jane Swoboda

1950. 8p.

(Handbook No. 3)

This handbook answers questions commonly asked about the provisions of three Illinois laws: the eight-hour day for women, the six-day week, and the hours of labor law.



SECOND CLASS MAILING PRIVILEGES FOR LABOR NEWSPAPERS,  
by Arnold Weber

1951. 24p. Revised, 1952.

A guide to the regulations governing second class mailing privileges including a history of the system, how to meet the requirements, how to get a permit, preparation for mailing, and cost.

ADVERTISING FOR LABOR NEWSPAPERS, by Isabelle M.  
Zimmerly

1951. 25p.

A handbook summarizing basic advertising techniques with special application to the labor paper man. It gives sales approaches, copy and layout suggestions, and methods of making a market survey.



## R E P R I N T S

Reprinted by the Institute, these articles by staff members originally appeared in professional journals. Many of them represent the results of study in specialized fields of labor-management relations.

(10¢ per copy.)

LABOR-MANAGEMENT RELATIONS IN THE CURRICULUM AND THE CLASSROOM, by Phillips Bradley

1950. 8p.

(Reprint No. 5)

Ways and means of bringing the study of labor-management relations into the classroom are presented here with specific suggestions for building a labor unit and for enriching the teaching by use of special publications and classroom activities.

STEREOTYPES OF WORKERS AND EXECUTIVES AMONG COLLEGE MEN, by Ross Stagner

1950. 6p.

(Reprint No. 7)

A report on a classroom laboratory project in which 50 pro-labor and 50 anti-labor men were interviewed for their opinions on the personal characteristics of workers and executives. Data are tabulated and conclusions drawn.

SUMMARY AND CONCLUSIONS CHAPTER - PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by W. Ellison Chalmers, Milton Derber, and William H. McPherson

1951. 28p.

(Reprint No. 9)

This chapter summarizes the 380-page study of the major industrial relations policy decisions of the Government from 1940 to 1947. It discusses the conclusions reached by the former War Labor Board Members. (See Research Volumes, p. 5.)

# MEMORANDUM

TO : The President  
FROM : The Secretary of State  
SUBJECT: [Illegible]

January 19, 1941

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A SURVEY OF ILLINOIS LABOR RELATIONS LAW, by Nathan Hakman  
1951. 22p. (Reprint No. 11)

The author describes the patterns of law which are included within the area of state legal control over labor matters. He also summarizes the judicial adjustment of legal concepts of institutional development of labor organizations.

CODETERMINATION: GERMANY'S MOVE TOWARD A NEW ECONOMY, by  
William H. McPherson  
1951. 14p. (Reprint No. 12)

A discussion of the present experiment in West Germany in which labor, with legislative approval, is given almost coequal representation with management on the board of directors of business enterprises. The author also analyzes the probable consequences of codetermination with respect to nine issues.

UNION-MANAGEMENT RELATIONS AND TECHNICAL CHANGE: A CASE  
STUDY, by Solomon B. Levine  
1951. 18p. (Reprint No. 13)

A study of technological change in an eastern textile mill reveals the human problems and the institutional relationships that grew out of the situation. The author stresses the relationship between the institutional selling and the problem of facilitating the introduction of technological change. He evaluates the factors involved in the case and their general implications.

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PSYCHOLOGIC FACTORS IN EMPLOYEE TRAINING, by Homer L.

Gammill

1951. 4p.

(Reprint No. 14)

A review of the problem of training to include what people want to know, how and when the job will be done, and principles of learning which must be considered. Talk presented before the Illinois Dietetic Association.

TOOLS FOR THE TEACHER, by Ralph E. McCoy

1952. 9p.

(Reprint No. 15)

The author suggests books, pamphlets, periodicals, films and other source material to assist the high school teacher in introducing the vital subject of labor-management relations to the classroom. Included are the names and addresses of publishers where the material can be obtained.

GOVERNMENTAL ORGANIZATION AND PUBLIC POLICY, by Murray

Edelman

1953. 8p.

(Reprint No. 17)

A discussion of a method to analyze the relationship between the nature of governmental organization to formulate and carry out regulatory programs and the influence of groups seeking to affect public policy. To illustrate the method the author presents some hypotheses dealing with the World War II wage stabilization program.

Vol. 41, No. 10  
March 1, 1929

Subscription price  
\$5.00 per annum in advance

Published by the American Medical Association, 535 North Dearborn Street, Chicago, Ill.  
Entered as Second-Class Matter, June 26, 1925, Post Office at Chicago, Ill., under No. 1023.  
Acceptance for mailing at special rate of postage provided for in Act of October 3, 1917, authorized on March 1, 1929.  
Postage paid at Chicago, Ill.

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION  
PUBLISHED WEEKLY  
CHICAGO, ILL., U.S.A.

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WORKING ON THE RAILROAD: A STUDY OF JOB SATISFACTION,  
by Ross Stagner, D. R. Flebbe, and E. V. Wood  
1953. 13 p. (Reprint No. 19)

Findings of a study of job satisfaction among employees of a major American railroad, considering such factors as union-management relations, grievance handling, general quality of supervision, and general working conditions. Two special problems explored are the company's suggestion system and the importance of accidents.

ON THE DEFINITION OF ATTITUDES: NORMS, PERCEPTIONS, AND  
EVALUATIONS, by Ruth Alice Hudson and Hjalmar Rosen  
1953. 6 p. (Reprint No. 20)

Description of an experimental design and the implications of such design for the study of attitude among union members. The authors present some hypotheses about the nature of the relationships among norms, perceptions, and evaluations and describe a highly structured "attitude" questionnaire through which the relationships among the three variables can be investigated.



## C O N F E R E N C E   R E P O R T S   A N D   N O T E B O O K S

As part of its extension program, the Institute conducts conferences, short courses, and institutes for various groups actively working in the field of labor-management relations.

Reports of these projects include proceedings and/or materials prepared for use of the participants.

A limited supply of these reports is available for general distribution.

(Mimeo. \$1 per copy, except where noted.)

### PROCEEDINGS, CONFERENCE ON LABOR LAW 1947. 72p.

Papers presented before a conference of lawyers who were connected with labor and management organizations. The papers deal with problems arising from the process of collective bargaining and the administration of collective agreements. The conference was sponsored jointly by the Institute and the College of Law.

### REPORT, CONFERENCE ON CENTRAL LABOR UNION ACTIVITIES 1949. 38p.

The combined thinking and experiences of members of this conference are summarized in a series of committee reports, covering the following topics: labor education, working with schools, community activities, public relations, and legislation.

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GIVE YOUR READERS A BREAK! Proceedings of the Fourth Annual Conference for Labor Journal Editors.

1950. 45 p.

Major addresses of the conference and summaries of work group sessions are presented in this report. What Belongs in a Labor Paper, Writing for Better Readability, The Labor Press in a Democratic Society, and Makeup and Typography are among the topics.

REPORT, SECOND CONFERENCE ON CENTRAL LABOR UNION ACTIVITIES 1950. 23 p. 50¢ per copy.

Summary of discussions in a conference sponsored by the Illinois State Federation of Labor. Attached to the report is a questionnaire used during the conference to determine what central labor bodies in Illinois were doing in a number of fields.

NOTEBOOK, FIFTH ANNUAL STEELWORKERS INSTITUTE

1951. Various paging.

A collection of outlines, class notes, and documents distributed to students in notebook form. The conference covered motion and time study, civil defense, and wage and price control.

NOTEBOOK, THIRD CENTRAL LABOR UNION CONFERENCE

1951. 26 p. 50¢ per copy.

Outline and charts prepared for the conference on Unions and Emergency Controls (Third Central Labor Union Conference) sponsored by the Illinois State Federation of Labor. Included are sections "The Economic Factors behind Wage and Price Controls" and "Our Wage Control Policies."

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COLLECTIVE BARGAINING FOR PENSIONS. Proceedings of a Conference on War Time and Long Range Issues in Collective Bargaining for Pensions.

1951. 52 p. multilith. \$2 per copy.

Approximately 25 specialists in industrial pensions discuss informally the problems and prospects of current trends in collective bargaining on pensions. This document, compiled from long-hand notes taken during the sessions, presents the ideas, suggestions, and points of view emerging from the discussion without any attempt to provide a synthesis. Of interest to the specialist.

IMPROVING INDUSTRIAL RELATIONS THROUGH SELECTION AND DEVELOPMENT OF SUPERVISION

1952. 19 p. 25¢ per copy.

A summary report of informal discussion at conference of 23 Illinois production executives with a group of University professors. Major points where general agreement was reached are listed and some of the differences in viewpoints are suggested.

USING EDUCATION IN YOUR UNION

1952. 14 p. 25¢ per copy.

Some suggestions concerning using education in unions including jobs an education program can do, responsibilities of an active union education committee, major types of educational programs used by unions, practical suggestions in starting an education program, education program resources, and a list of labor films.

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NOTEBOOK, SIXTH ANNUAL STEELWORKERS INSTITUTE

1952. 65 p.

Class notebook for use of union members attending the conference. Included are sections on Handling Grievances, How Our Economy Works, and Labor and Foreign Affairs.

NOTEBOOK, FOURTH CENTRAL LABOR UNION CONFERENCE.

1952. 33 p. 50¢ per copy.

Outline of information collected for the Fourth Central Labor Union Conference. Included are sections on the Illinois laws concerning workmen's compensation, occupational disease compensation, and unemployment compensation; temporary disability programs in the U.S.; and other governmental and private programs for social and medical insurance, retirement, and public assistance.

MAKING YOUR POINT. Report of the Sixth Annual Labor Journal Editors' Conference

1953. 25¢ per copy.

Summaries of the major addresses given at the conference plus reports of the discussion sessions on Writing News Stories, Relations with Your Printer, Pictures and Layout, and Developing Internal News Sources. Included is a list of books suggested for a Labor Journal Editor's Bookshelf.

NOTEBOOK, SEVENTH ANNUAL STEELWORKERS INSTITUTE

1953. 49 p.

Notebook of class materials prepared for union members during the annual conference. The notebook contains sections on Handling Grievances and Trade Unionism in American Life.

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Official records of the War Department are to be preserved in the War Department Library, and the records of the War Department are to be preserved in the War Department Library.

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## M A N U A L S

These manuals were prepared by members of the Institute staff for use in extension classes, conferences, and institutes.

(Mimeo. 25¢ per copy.)

### MAKING UNION MEETINGS EFFECTIVE.

1951. 27p.

This manual presents the techniques of parliamentary procedures with appropriate illustrations. It gives practical advice to union members on presiding at union meetings, conducting conferences, delivering reports, and speaking in public.

### HANDLING GRIEVANCES, by John M. Brumm and Herman Erickson

1951. 30p.

Designed for use in the training of union stewards, officers, and other representatives in grievance problems, this manual consists of an outline of suggested topics and ideas for discussion. The material is presented in five sections: The Union and the Collective Bargaining Agreement; The Grievance Procedure in the Agreement; The Job of a Steward or Grievance Committeeman; Handling Grievances; and Making Grievance Procedures Work.

### HOW OUR ECONOMY WORKS, by Herman Erickson

1952, Revised 1953. 20 p.

A manual in outline form containing some basic concepts of the American economic system. Some of the sections are on income, the price level, profit and savings, international trade, and inflation. Included are charts and tables to illustrate various points.



## LIBRARY PUBLICATIONS

### General Publications

These publications were compiled and written by the Institute Librarian and members of his staff.

(Mimeo. Free of charge, except where noted.)

THE RADICAL AND LABOR PERIODICAL PRESS IN CHICAGO: ITS ORIGIN AND DEVELOPMENT TO 1890, by Edward L. Sheppard  
1949. 51 p. (\$1 per copy.)

A critique of publications in this area to determine trends in publishing and the relation of these trends to organized labor and radical politics. The study includes an analysis of newspapers of the social-democratic party, the anarchist group, the Knights of Labor, and the new trade unionism.

AMERICAN SOURCES OF INFORMATION IN THE LABOR FIELD, by Ralph E. McCoy  
1950. 19 p.

A description of the most significant published resources in the labor field presented by type of publishing agency - government, universities and societies, unions, management, and commercial sources. Examples of important titles are cited under each category.

MEMORANDUM FOR THE RECORD

DATE: 10/10/50

TO: Mr. Tolson, Mr. E. A. Tamm, Mr. Clegg, Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Carson, Mr. Egan, Mr. Gurnea, Mr. Harbo, Mr. Hendon, Mr. Pennington, Mr. Quinn, Mr. Nease, Mr. Gandy

FROM: Mr. Clegg

SUBJECT: [Illegible]

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RE: [Illegible]

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LABOR-MANAGEMENT RELATIONS AND HIGH SCHOOL PUPILS: A SUR-  
VEY OF COMMUNICATIONS BEHAVIOR, by Ralph E. McCoy  
1950. 11 p. (Occasional Papers, No. 15,  
University of Illinois  
Library School)

Effects of the mass media of communications on the  
attitudes of high school pupils toward labor issues.  
The author suggests ways in which high school  
teachers and librarians can help pupils form en-  
lightened opinions on this controversial subject.

STRUCTURE AND GOVERNMENT OF AMERICAN LABOR UNIONS: AN  
ABSTRACT OF SELECTED LITERATURE, compiled by Ralph H.  
Bergmann  
1952. 32 p. (\$1 per copy) (Bibliographic Contributions  
No. 1)

A bibliography prepared in the course of developing a  
research project on the functioning of labor unions  
as institutions. Short comments following each listing  
are designed to indicate the contribution of the  
writing to the field of local-international relation-  
ships.

HISTORY OF LABOR AND UNIONISM IN THE UNITED STATES: A  
SELECTED BIBLIOGRAPHY, compiled by Ralph E. McCoy  
1953. 88 p. (\$1 per copy) (Bibliographic Contributions  
No. 2)

A bibliography which grew out of efforts to assist  
Institute students in locating historical material on  
the American labor movement. This contribution is  
largely an assemblage of secondary works, i.e., books  
and pamphlets. Some of the items are surveys of ex-  
isting conditions rather than histories, but have  
attained historical value with the passing of time.  
Included is an extensive subject index. 1024 items.

1. A report from the High School of the City of New York, dated 1911, showing the results of the examination of the students of the High School of the City of New York, in the subject of English, for the year 1911.

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INDUSTRIAL SOCIOLOGY: AN ANNOTATED BIBLIOGRAPHY, compiled  
by Virginia Prestridge and Donald E. Wray  
1953. 80 p. (\$1 per copy) (Bibliographic Contributions  
No. 3)

One of the first attempts to compile the important materials in the relatively new field of industrial sociology. In this bibliography "industrial sociology" is used to mean the analysis and interpretation in sociological terms of the structure of industry (including management and union), the processes of change within this structure, and the direct relations between this structure and the social order. A detailed subject index is included. 471 items.



## Labor-Management Relations

LABOR-MANAGEMENT RELATIONS; A LIST OF SELECTED READINGS  
FOR HIGH SCHOOL STUDENTS AND TEACHERS

1948-date. Issued four times during the school year.

An annotated bibliography prepared by a committee representing the Institute and the College of Education. Each issue deals with a specific topic, frequently one of current interest. Selection is made on the basis of authenticity of the information, readability, and availability to students.

(Mimeo. Free of charge.)

Industrial Peace (November 1948)

Labor and Management Organizations (December 1948)

The Taft-Hartley Act (January 1949)

Collective Bargaining (February 1949)

Wages - The Fourth Round (March 1949)

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The Steel Strike and Pensions (October 1949)

Government and Labor Relations (November 1949)

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Coal (March 1950)

Discrimination in Employment (April 1950)

Labor and the Community (May 1950)

Labor Leaders Today (September 1950)

Farm Labor (November 1950)

Labor in the Crisis (December 1950)

Labor and Education (January 1951)

High School Youth and Military Service (February 1951)

Employment Trends and Job Opportunities (March 1951)

Railway Labor (April 1951)

Human Relations in Industry (May 1951)

Manpower for Defense (October 1951)

The Immigrant Worker in America (December 1951)

Collective Bargaining (February 1952)

Apprenticeship (April 1952)

Steel Labor (October 1952)

A List of Basic Publications (December 1952)

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Labor Unions: What They Do and How They  
Operate (February 1953)

Management and the Worker (April 1953)

The Labor Department in the New Administration  
(December 1953)

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## GENERAL PUBLICATIONS

Descriptions of Institute programs and services.

(Free of charge.)

### GRADUATE STUDY IN LABOR AND INDUSTRIAL RELATIONS 1953. 26p.

Resident instruction program leading to the degree of Master of Arts in Labor and Industrial Relations. Entrance requirements, courses, scholarships, other information of interest to prospective students.

### EXTENSION SERVICES IN LABOR AND INDUSTRIAL RELATIONS 1948. 16p.

Educational services available to labor, management, and public groups, and how they may be obtained.

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